

JCPS

**Indoor Air Quality
Management
Plan**

ABOUT JCPS...

- 97,000 Students
- 5,600 Teachers
- 26th Largest District
- 165 Schools/Facilities
- 13,000+ Employees
- 14.6 million square feet
- 8,000+ Classrooms



Basic Programs

- Communication
- Information
- Training
- Response
- Maintenance

IAQ Communication Program

INDOOR AIR QUALITY COMMITTEE

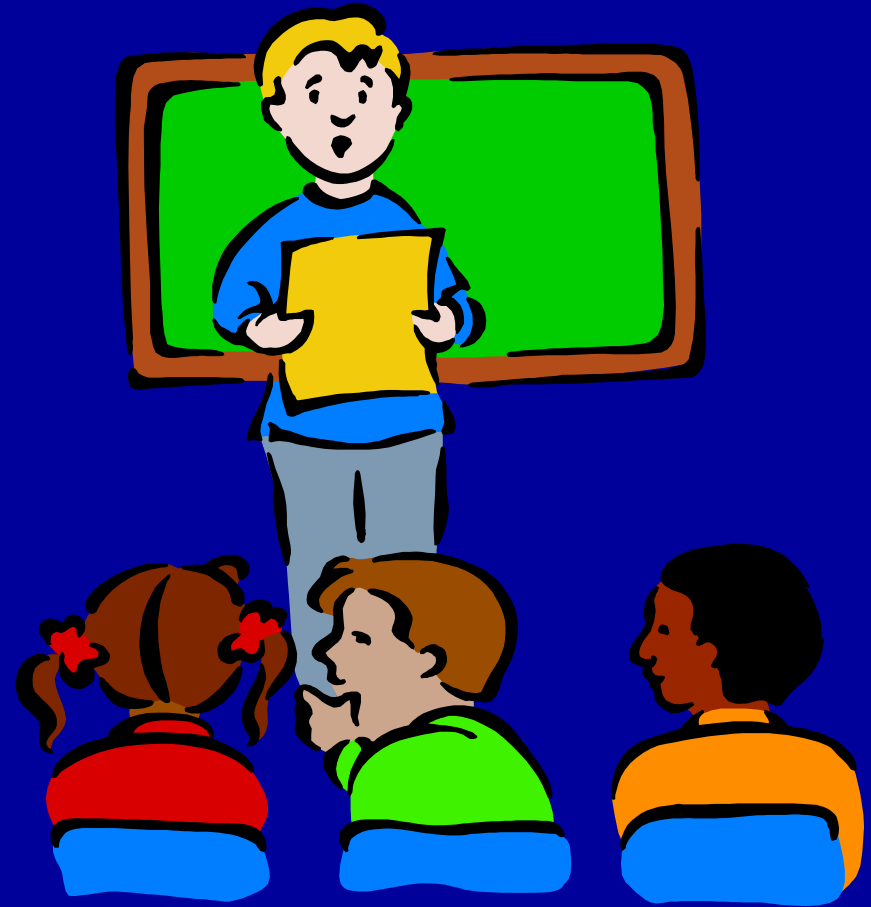
- Purpose: Communication and mutual understanding of IAQ concerns at JCPS.

MEMBER GROUPS

- **JCPS Facilities / Transportation**
 - ✓ Safety & Environmental Services
 - ✓ Mechanical & Electronic Maintenance (HVAC)
- **Jefferson County Teachers Association (JCTA)**
- **Parent-Teacher Association (PTA)**
- **Teamsters Local 783**
- **Service Employees International Union (SEIU)**
- **Jefferson County Association of Educational Support Personnel (JCAESP)**
- **Jefferson County Plant Operators Association**

GOALS

- **Improve Educational & Work Environments**
- **Reduce Allergies / Asthma**
- **Discuss Mutual Concerns**

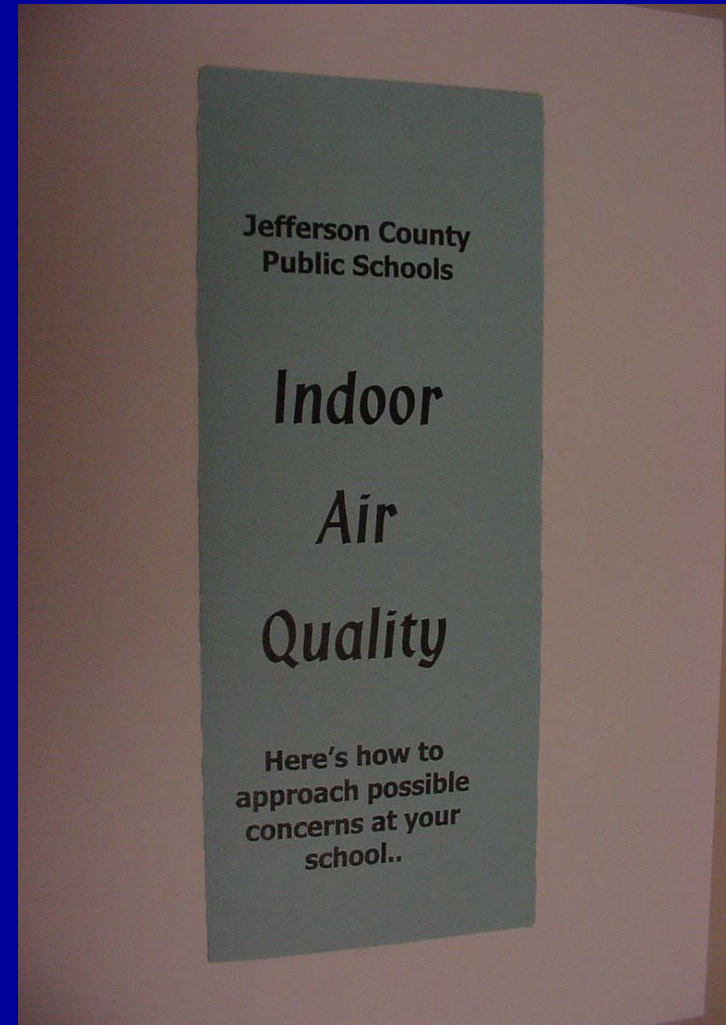


IAQ Information Program

- Basic Information and Complaint Form
(Downloadable on Website)

IAQ Overview Brochure

- What is IAQ?
- Common IAQ Problems
- Response Procedures
- Ventilation Systems



Indoor Air Quality Tools for Schools



Guidelines

- No Current Regulations
- Few Standards
- Source of Guidelines:
 - ✓ EPA
 - ✓ CDC / Board of Health
 - ✓ OSHA
 - ✓ ASHRAE
 - ✓ ACGIH
 - ✓ New York City Guidelines

IAQ Training Program

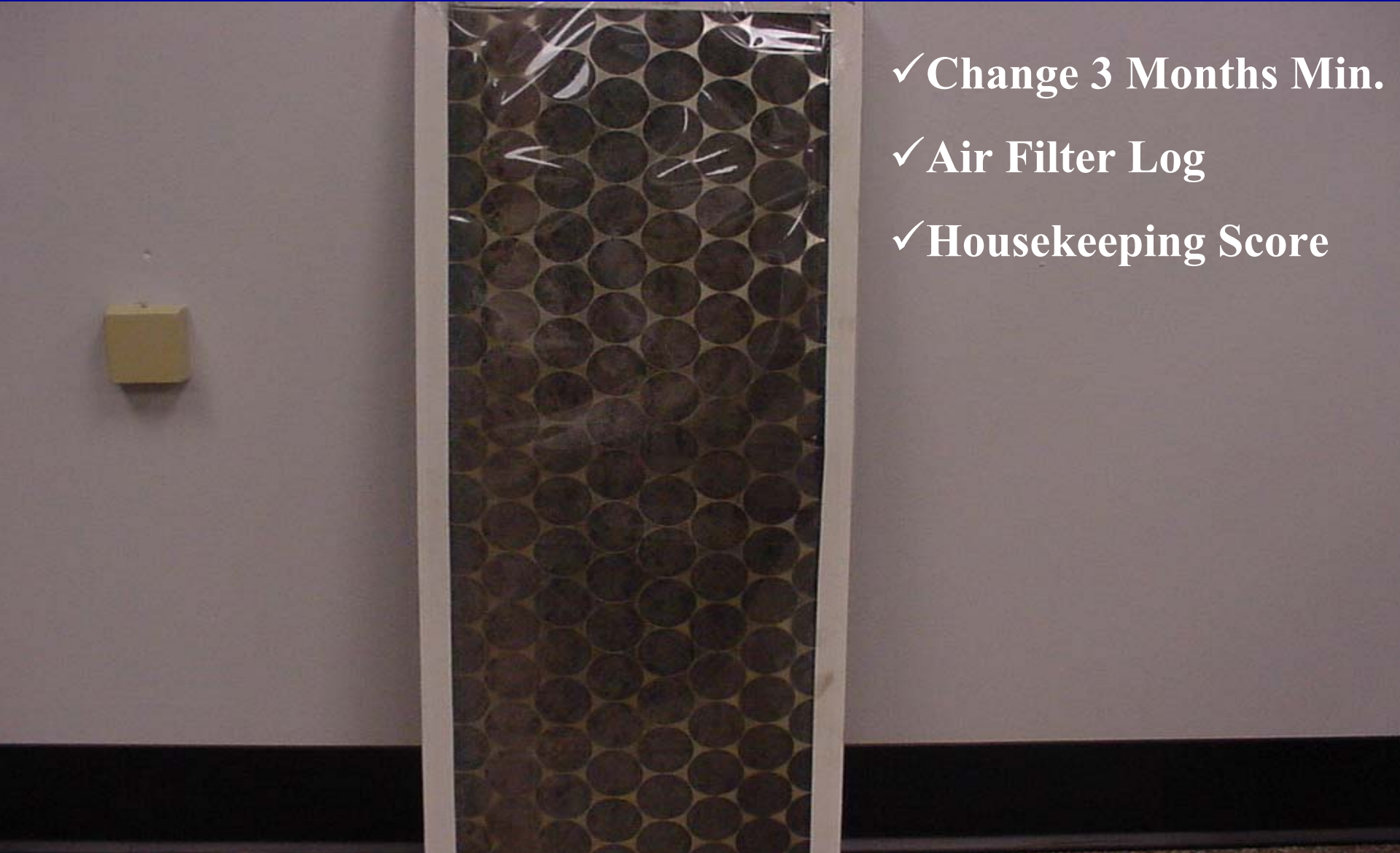
Training

- Summer Institute for Housekeeping Staff
- Maintenance Employee Training
- Integrated Pest Management (IPM)
- Health Promotions- Schools of Excellence
- School Staff / Teachers

Identify Common IAQ Problems

- **Dirty Filters**
- **Moisture / Leaks / Humidity**
- **Floor Drain Odors**
- **Chemicals / Pesticides / Paints**
- **Blocked Units / Plants / Pets**

Dirty Filter



- ✓ Change 3 Months Min.
- ✓ Air Filter Log
- ✓ Housekeeping Score

Air Filter Log

AIR FILTER LOG

School: _____

Plant Operator: _____

Calendar Year: _____

Room or Air Handler	Number of Filters	Size of Filters	Type* of Filters	Abbreviation of Month Filters Changed			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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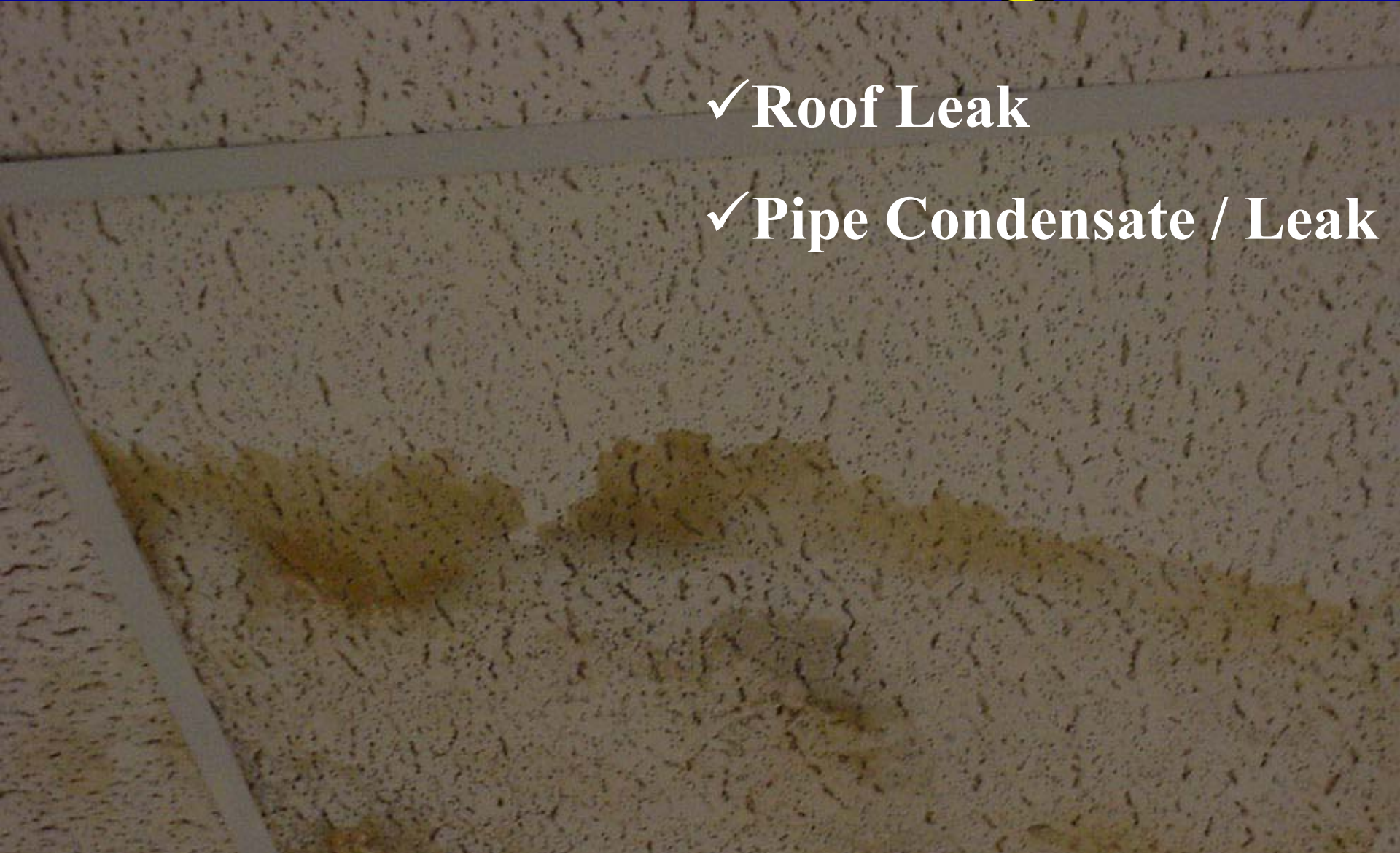
Room or Air Handler	Number of Filters	Size of Filters	Type* of Filters	Abbreviation of Month Filters Changed			
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
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50							

NOTE: Change filters when dirty and more often in rooms with allergy-sensitive occupants.

Stained Ceiling Tile

✓ Roof Leak

✓ Pipe Condensate / Leak



Ventilation Types

- Unit Ventilators
- Fan Coil Units
- Air Handler Units
- Exhaust Fans

Unit Ventilator



Blocked Unit Ventilator



Pets / Plants



Indoor Air Quality (IAQ)

Improving School Environments

✓ Humidity	✓ Chemicals	✓ Gasses
✓ Moisture	✓ Dust	✓ Odors
✓ Ventilation	✓ Pollen	✓ Mold

IAQ

Response

Program

Complaint - Response Request Form

JEFFERSON COUNTY PUBLIC SCHOOLS

INDOOR AIR QUALITY (IAQ) COMPLAINT RESPONSE REQUEST FORM

This Indoor Air Quality Form can be completed by an occupant of a JCPS school/facility, other member of the school district, and/or guest.

Name _____
Print Name _____ Signature _____

School/Facility Name _____ Room # _____

This form should be used if your complaint or concern is related to indoor air quality and it could not be resolved at the school level. This form is to be used to help improve indoor air quality for the benefit of students and employees. Please use the space below to describe the nature of the complaint or concern and any known or potential causes.

REVIEWED AND SUBMITTED BY:

Principal/Building Manager _____ Date _____
Phone _____ Fax _____
Plant Operator _____
Signature _____

PLEASE RETURN THIS FORM TO:

Indoor Air Quality Coordinator
Safety and Environmental Services
C. B. Young Service Center, Building 4
3001 Crittenden Drive
Louisville, KY 40209
Phone 485-3698 Fax 485-3847

Date Received

ACTIONS TAKEN

- ☐ Initial Interview/Walk-Thru
- ☐ Follow-Up Conference
- ☐ Concluding Conference

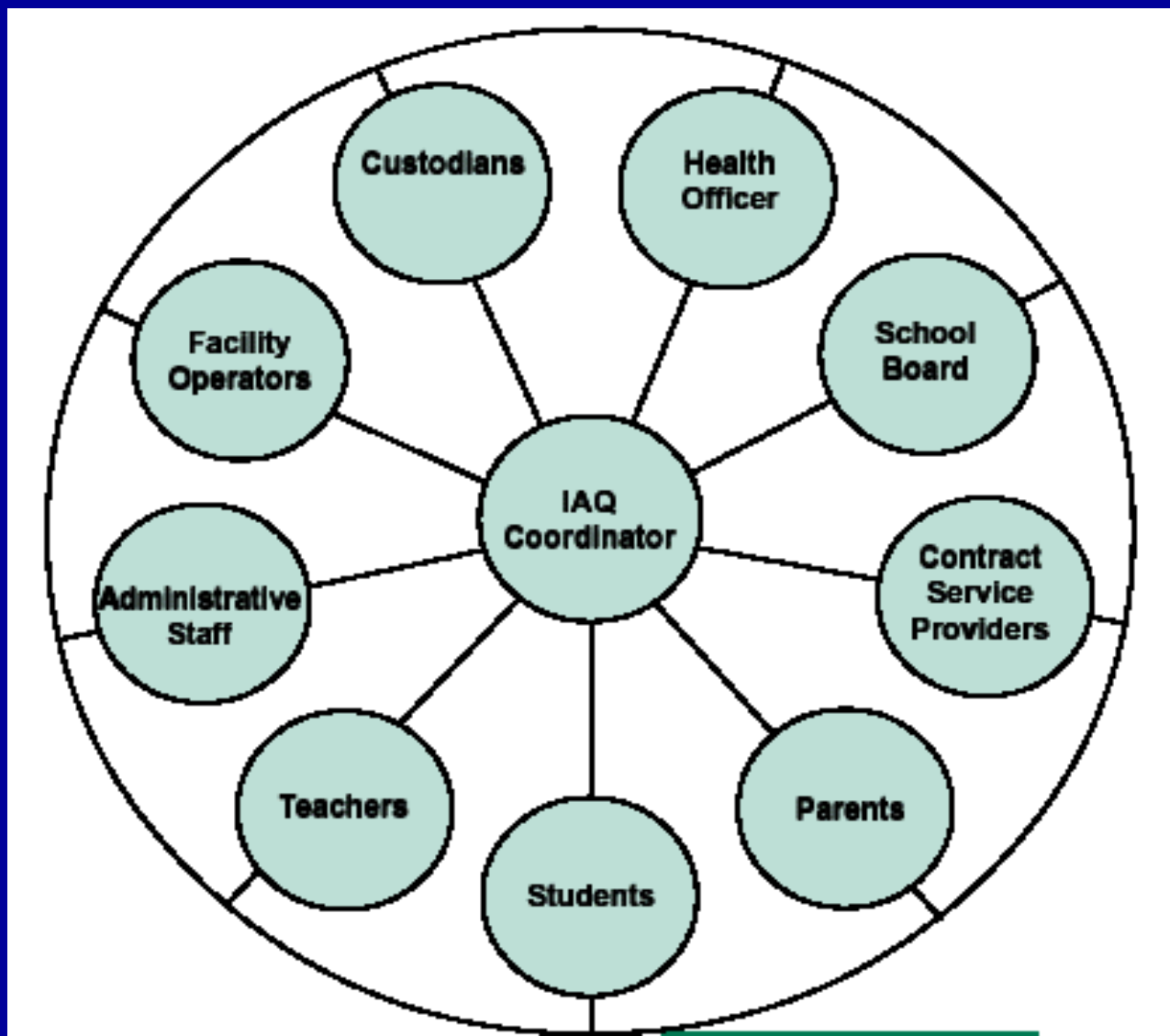
RESPONSE INFORMATION

- ☐ Notification and Response Sheet
- ☐ Response Sheet/Work Orders
- ☐ Response Summary

Name _____ Title _____ Date _____

c School Safety Committee

Coordinated Response



Basic

Response Program

- School Response
- IAQ Complaint Form
- Initial Onsite Inspection
- Occupant Interview
- Identify Possible Sources
- Maintenance Work Orders
- Housekeeping

Basic Monitoring & Investigation

- Investigate Possible Causes
- CO₂, CO, %RH
- Moisture
- Filters / Drain Pans
- Ceiling Tiles
- Sink Drains

Request for Outside Assistance

- **Board of Health**
- **Independent Consulting CIH**
- **Education Division of State OSHA**

IAQ Maintenance Program

Improvement Programs

- Ventilation Program
- Roofing Program
- Insulation Program
- Housekeeping Awards
- Quality Control Office
- Preventative Maintenance

Benefits

- Indoor Air Quality Part of an Overall District Effort.
- District Academics, Test Scores, and attendance up over last five years.
- Attendance Level – 94%
- Improved Team effort and Communication.
- More Attention to Indoor Environment.
- Hopefully Lessening Allergies and Asthma.